



PSI  
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## COMMONWEALTH OF VIRGINIA DEPARTMENT OF PROFESSIONAL AND OCCUPATIONAL REGULATION

# REAL ESTATE CANDIDATE INFORMATION BULLETIN

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Please refer to [www.psiexams.com](http://www.psiexams.com) for the latest updates to this bulletin.

## EXAMINATIONS BY PSI

This Candidate Information Bulletin provides you with information about the examination and application process for becoming licensed as a real estate salesperson or broker in the Commonwealth of Virginia. You need to pass an examination to confirm that you have attained at least a minimum level of knowledge regarding the principles, practices, statutes and regulations relating to real estate. The Department has contracted with PSI to conduct its examination program. PSI provides examinations through a network of computer and paper-and-pencil examination centers in Virginia. PSI works closely with the Department of Professional and Occupational Regulation and its Examination Review Committee to be certain that examinations meet local as well as national requirements in basic principles of real estate and examination development standards.

The following are the examinations offered by PSI Examination Services:

Real Estate Salesperson Examination  
Real Estate Broker Examination

Each examination consists of state and national portions. You must pass both portions to apply for licensure. Only the state portion must be passed if applying by reciprocity.

All questions and requests for information about examinations should be directed to:

PSI  
3210 E Tropicana  
Las Vegas, NV 89121  
(800) 733-9267 • Fax (702) 932-2666  
[www.psiexams.com](http://www.psiexams.com)

Questions about applications for licensure should be directed to the:

Commonwealth of Virginia  
Department of Professional and Occupational Regulation  
9960 Mayland Drive, Suite 400  
Richmond, VA 23233  
(804) 367-8526  
<http://www.dpor.virginia.gov>  
email: [REBoard@dpor.virginia.gov](mailto:REBoard@dpor.virginia.gov)

## EXAMINATION QUALIFICATIONS

Applicants for the Virginia Real Estate Examinations must be at least 18 years of age and must meet 1 of these additional requirements:

1. Complete the required prelicense education before taking the examination (See the *Virginia Real Estate Board Regulations, Real Estate License Laws* for details).
2. Be licensed to practice real estate in another state.

Licensees of other states will be required to take ONLY the state portion of the Virginia Real Estate License Examination.

## INSTRUCTIONS FOR LICENSE QUALIFICATION

To make the license qualification process go as smoothly as possible, be certain that you:

1. Applicant must have, at a minimum, a high school diploma or its equivalent.
2. Obtain the appropriate number of hours of education in advance of registering for the examination.
3. Prepare for the examination by using the examination outline in this Candidate Information Bulletin and the suggested study materials that cover the outline topics.
4. Be sure that the examination registration form is complete and accurate, and that you include the correct fees.
5. Be sure to take proper identification with you to your scheduled examination appointment (details found on page 9).
6. After you have passed the appropriate portions of the PSI licensing examination, submit your license application form, any other required information, and the correct fees to the Virginia Department of Professional and Occupational Regulation. (See "License Application Instructions").
7. Fingerprinting is mandatory. Before submitting an application for a **Virginia real estate license**, **each applicant** must submit a set of fingerprints to the Virginia Central Criminal Records Exchange for the purpose of conducting a state and national fingerprint-based criminal history record. You will be electronically fingerprinted at one of PSI Virginia sites, during regular testing hours. The Johnson City, TN and Salisbury, MD test sites do not offer fingerprinting. Contact the Board if you cannot be electronically fingerprinted at a PSI Virginia site.
8. Once fingerprinting is done, the license application must be received by the Board within 45 calendar days of the Board's receipt of the fingerprint results or the applicant will have to pay to be fingerprinted again before a license will be issued.

## TIPS FOR PREPARING FOR YOUR LICENSE EXAMINATION

The following suggestions will help you prepare for your license examination. Planned preparation, in addition to the required classroom hours, increases your likelihood of passing.

- Start with a current copy of this Virginia Real Estate Candidate Information Bulletin and use the examination content outline as the basis of your study.
- Read study materials that cover all the topics in the content outline.

- Read the Real Estate Regulations found at [http://www.dpor.virginia.gov/uploadedFiles/MainSite/Content/Boards/Real\\_Estate/A490-02REGS.pdf](http://www.dpor.virginia.gov/uploadedFiles/MainSite/Content/Boards/Real_Estate/A490-02REGS.pdf)
- Take notes on what you study. Putting information in writing helps you commit it to memory and it is also an excellent business practice. Underline or highlight key ideas that will help with a later review.
- Discuss new terms or concepts as frequently as you can with colleagues. This will test your understanding and reinforce ideas.
- Your studies will be most effective if you study frequently, for periods of about 45 to 60 minutes. Concentration tends to wander when you study for longer periods of time.

## EXAMINATION STUDY MATERIALS

The following is a list of possible study materials for the real estate examinations. The list is given to identify resources and does not constitute an endorsement by PSI or by the Virginia Department of Professional and Occupational Regulation. The examinations are closed book.

### National Portion

- Real Estate Fundamentals, 9th Edition, Gaddy and Hart, Dearborn Real Estate Education, (800) 972-2220, [www.dearborn.com](http://www.dearborn.com)
- Modern Real Estate Practice, 18th Edition, Galaty, Allaway, and Kyle, Dearborn Real Estate Education, <http://www.amazon.com>
- Real Estate Law, 8th Edition, 2013, Klayman and Karp, Dearborn Real Estate Education, (800) 972-2220, <https://www.amazon.com>
- The Language of Real Estate, 7th Edition, 2013, John Reilly, Dearborn Real Estate Education, (800) 972-2220, <https://www.amazon.com>
- Real Estate Principles & Practices, 9th Edition, Arlyne Geschwender, <https://www.amazon.com>
- Real Estate Principles, 12th Edition, Charles Jacobus, <https://www.oncoursepublishing.com>

### State Portion

- Virginia Real Estate License Laws <https://law.lis.virginia.gov/vacode/title54.1/chapter21/>
- Virginia Real Estate Board Regulations <https://law.lis.virginia.gov/admincode/title18/agency135/chapter20/>
- Virginia Fair Housing Law, <https://law.lis.virginia.gov/vacode/title36/chapter5.1>
- Virginia Fair Housing Regulations [http://www.dpor.virginia.gov/uploadedFiles/MainSite/Content/Boards/Fair\\_Housing/A463-063\\_FHREGS.pdf](http://www.dpor.virginia.gov/uploadedFiles/MainSite/Content/Boards/Fair_Housing/A463-063_FHREGS.pdf)
- Virginia Residential Property Disclosure Act, [http://www.dpor.virginia.gov/news/residential\\_property\\_disclosures/](http://www.dpor.virginia.gov/news/residential_property_disclosures/)
- Virginia Real Estate Time-Share Act, <https://law.lis.virginia.gov/vacodepopularnames/the-virginia-real-estate-time-share-act>
- Virginia Real Estate Time-Share Regulations <http://www.dpor.virginia.gov/uploadedFiles/MainSite/Content/Boards/CIC/CIC%20Timeshare%20Regulations.pdf>

- Virginia Condominium Act, <https://law.lis.virginia.gov/vacodepopularnames/condominium-act>
- Virginia Condominium Regulations <http://www.dpor.virginia.gov/uploadedFiles/MainSite/Content/Boards/CIC/CIC%20Condo%20Regulations.pdf>
- Virginia Residential Landlord and Tenant Act <http://www.dhcd.virginia.gov/images/Housing/Landload-Tenant-Handbook.pdf>
- Virginia Underground Utility Damage Prevention Act, <http://www.missutilityofvirginia.com>  
AND <https://law.lis.virginia.gov/vacode/title56/chapter10.3>
- Common Interest Community Management Information Fund <https://law.lis.virginia.gov/vacode/title55/chapter29>
- Property Owner’s Association Act, <https://law.lis.virginia.gov/vacode/title55/chapter26>

## DESCRIPTION OF EXAMINATIONS AND EXAMINATION CONTENT OUTLINES

The Examination Content Outlines have been approved by the Virginia Department of Professional and Occupational Regulation. These outlines reflect the minimum knowledge required by real estate professionals to perform their duties to the public in a competent and responsible manner. Changes in the examination content will be preceded by changes in these published examination content outlines.

Use the outline as the basis of your study. The outlines list the topics that are on the examination and the number of items for each topic. Do not schedule your examination until you are familiar with all topics in the outline.

The Examination Summary Table below shows the number of questions and the time allowed for each examination portion.

EXAMINATION SUMMARY TABLE			
Examination	Portion	# of Questions	Time Allowed
Salesperson	National	80	105 Minutes
	State	40	45 Minutes
	Both	120	150 Minutes
Broker	National	80	105 Minutes
	State	50	55 Minutes
	Both	130	160 Minutes

**NATIONAL PORTION**  
**(REAL ESTATE PRINCIPLES AND PRACTICES)**  
CONTENT OUTLINE

**Property ownership (Salesperson 7 items/Broker 6 items)**

1. Classes of property
  - a. Real versus personal property
  - b. Defining fixtures
2. Land characteristics and legal descriptions
  - a. Physical characteristics of land
  - b. Economic characteristics of land
  - c. Types of legal property descriptions
  - d. Usage of legal property descriptions
  - e. Physical descriptions of property and improvements
  - f. Mineral, air and water rights
3. Encumbrances and effects on property ownership
  - a. Liens (types and priority)
  - b. Easements and licenses
  - c. Encroachments
4. Types of ownership
  - a. Types of estates
  - b. Forms of ownership
  - c. Leaseholds
  - d. Common interest ownership properties
  - e. Bundle of rights

**Land use controls and regulations (Salesperson 5 items/Broker 5 items)**

1. Government rights in land
  - a. Property taxes and special assessments
  - b. Eminent domain, condemnation, escheat
  - c. Police power
2. Public controls based in police power
  - a. Zoning and master plans
  - b. Building codes
  - c. Environmental impact reports
  - d. Regulation of special land types (floodplain, coastal, etc.)
3. Regulation of environmental hazards
  - a. Abatement, mitigation and cleanup requirements
  - b. Restrictions on sale or development of contaminated property
  - c. Types of hazards and potential for agent or seller liability
4. Private controls
  - a. Deed conditions or restrictions for specific properties
  - b. Homeowners association (HOA) regulations

**Valuation and market analysis (Salesperson 8 items/Broker 6 items)**

1. Value
  - a. Market value and market price
  - b. Value
    - i. Types and characteristics of value
    - ii. Principles of value
    - iii. Market cycles and other factors affecting property value
2. Methods of estimating value/appraisal process
  - a. Market or sales comparison approach
  - b. Replacement cost or summation approach
  - c. Income approach

- d. Basic appraisal terminology (e.g., replacement versus reproduction cost, reconciliation, depreciation, kinds of obsolescence)
3. Competitive/Comparative Market Analysis (CMA)
  - a. Selecting and adjusting comparables
  - b. Contrast CMA and appraisal
    - i. Price per square foot
    - ii. Gross rent and gross income multipliers
    - iii. Capitalization rate
4. Appraisal practice; situations requiring appraisal by a certified appraiser

**Financing (Salesperson 6 items/Broker 7 items)**

1. General concepts
  - a. LTV ratios, points, origination fees, discounts, broker commissions
  - b. Mortgage insurance (PMI)
  - c. Lender requirements, equity, qualifying buyers, loan application procedures
2. Types of loans and sources of loan money
  - a. Term or straight loans
  - b. Amortized and partially amortized (balloon) loans
  - c. Adjustable rate mortgage (ARM) loans
  - d. Conventional versus insured
  - e. Reverse mortgages; equity loans; subprime and other nonconforming loans
  - f. Seller/owner financing
  - g. Primary market
  - h. Secondary market
  - i. Down payment assistance programs
3. Government programs
  - a. FHA
  - b. VA
  - c. Other federal programs
4. Mortgages/deeds of trust
  - a. Mortgage clauses (assumption, due-on-sale, alienation, acceleration, prepayment, release)
  - b. Lien theory versus title theory
  - c. Mortgage/deeds of trust and note as separate documents
5. Financing/credit laws
  - a. Lending and disclosures
    - i. Truth in lending
    - ii. RESPA
    - iii. Integrated Disclosure Rule (TRID)\*
    - iv. Equal Credit Opportunity
  - b. Fraud and lending practices
    - i. Mortgage fraud
    - ii. Predatory lending practices (risks to clients)
    - iii. Usury lending laws
    - iv. Appropriate cautions to clients seeking financing

\*The new TRID rule regarding the integrated loan estimate and closing disclosure forms took effect on October 3, 2015.

**General principles of agency (Salesperson 10 items/Broker 11 items)**

1. Nature of agency relationships
  - a. Types of agents and agencies (special, general, designated, subagent, etc.)
  - b. Nonagents (transactional/facilitational)
  - c. Fiduciary responsibilities
2. Creation and disclosure of agency and agency agreements (general, not state specific)

- a. Agency and agency agreements
- b. Disclosure when acting as principal or other conflict of interest
- 3. Responsibilities of agent/principal
  - a. Duties to client/principal (buyer, seller, tenant or landlord)
  - b. Traditional common law agency duties; effect of dual agency on agent's duties
- 4. Responsibilities of agent to customers and third parties, including disclosure, honesty, integrity, accounting for money
- 5. Termination of agency
  - a. Expiration
  - b. Completion/performance
  - c. Termination by force of law
  - d. Destruction of property/death of principal
  - e. Mutual agreement

#### Property condition and disclosures (Salesperson 8 items/Broker 9 items)

- 1. Property condition disclosure
  - a. Property owner's role regarding property condition
  - b. Licensee's role regarding property condition
- 2. Warranties
  - a. Purpose of home or construction warranty programs
  - b. Scope of home or construction warranty programs
- 3. Need for inspection and obtaining/verifying information
  - a. Explanation of property inspection process and appropriate use
  - b. Agent responsibility to inquire about "red flag" issues
  - c. Responding to non-client inquiries
- 4. Material facts related to property condition or location
  - a. Land/soil conditions
  - b. Accuracy of representation of lot or improvement size, encroachments or easements affecting use
  - c. Pest infestation, toxic mold and other interior environmental hazards
  - d. Structural issues such as roof, gutters, downspouts, doors, windows, foundation
  - e. Condition of electrical and plumbing systems, and of equipment or appliances that are fixtures
  - f. Location within natural hazard or specifically regulated area, potentially uninsurable property
  - g. Known alterations or additions
- 5. Material facts related to public controls, statutes of public utilities
  - a. Zoning and planning information
  - b. Boundaries of school/utility/taxation districts, flight paths
  - c. Local taxes and special assessments, other liens
  - d. External environmental hazards
  - e. Stigmatized/psychologically impacted property, Megan's Law issues

#### Contracts (Salesperson 11 items/Broker 12 items)

- 1. General knowledge of contract law
  - a. Requirements for validity
  - b. When contract is considered performed/

- discharged
- c. Assignment and novation
- d. Breach of contract and remedies for breach
- e. Contract clauses
- 2. Listing agreements
  - a. General requirements for valid listing
  - b. Exclusive listings
  - c. Non-exclusive listings
- 3. Buyer/tenant representation agreements, including key elements and provisions of buyer and/or tenant agreements
- 4. Offers/purchase agreements
  - a. General requirements
  - b. When offer becomes binding (notification)
  - c. Contingencies
  - d. Time is of the essence
- 5. Counteroffers/multiple counteroffers
  - a. Counteroffer cancels original offer
  - b. Priority of multiple counteroffers
- 6. Leases
  - a. Types of leases, e.g., percentage, gross, net, ground
  - b. Lease with obligation to purchase or lease with an option to purchase
- 7. Other real estate contracts
  - a. Options
  - b. Right of first refusal

#### Transfer of title (Salesperson 5 items/Broker 5 items)

- 1. Title insurance
  - a. What is insured against
  - b. Title searches, title abstracts, chain of title
  - c. Cloud on title, suit to quiet title
- 2. Deeds
  - a. Purpose of deed, when title passes
  - b. Types of deeds (general warranty, special warranty, quitclaim) and when used
  - c. Essential elements of deeds
  - d. Importance of recording
- 3. Escrow or closing; tax aspects of transferring title to real property
  - a. Responsibilities of escrow agent
  - b. Prorated items
  - c. Settlement Statements
  - d. Estimating closing costs
  - e. Property and income taxes
- 4. Special processes
  - a. Foreclosure/short sale
  - b. Real estate owned (REO)

#### Practice of real estate (Salesperson 12 items/Broker 12 items)

- 1. Trust/escrow accounts (general, not state specific)
  - a. Purpose and definition of trust accounts, including monies held in trust accounts
  - b. Responsibility for earnest money and other trust monies, including commingling/conversion
- 2. Federal fair housing laws
  - a. Protected classes
    - i. Covered transactions
    - ii. Specific laws and their effects
  - b. Compliance
    - i. Types of violations and enforcement
    - ii. Exceptions
- 3. Advertising and technology
  - a. Incorrect "factual" statements versus "puffing"



- i. Truth in advertising
  - ii. Fair housing issues in advertising
- b. Fraud, technology issues
  - i. Uninformed misrepresentation versus deliberate misrepresentation (fraud)
  - ii. Technology issues in advertising and marketing
- 4. Agent supervision and broker-associate relationship
  - a. Liability/responsibility for acts of associated licensees (employees and independent contractors) and unlicensed employees
  - b. Responsibility to train and supervise associated licensees (employees and independent contractors) and unlicensed employees
- 5. Commissions and fees
  - a. Procuring cause/protection clauses
  - b. Referrals and other finder fees
- 6. General ethics
  - a. Practicing within area of competence
  - b. Avoiding unauthorized practice of law
- 7. Antitrust laws
  - a. Antitrust laws and purpose
  - b. Antitrust violations in real estate

#### Real estate calculations (Salesperson 6 items/Broker 4 items)

- 1. Basic math concepts
  - a. Area
  - b. Loan-to-value ratios
  - c. Discount points
  - d. Equity
  - e. Down payment/amount to be financed
- 2. Calculations for transactions, including mortgage calculations
- 3. Property tax calculations
- 4. Prorations (utilities, rent, property taxes, insurance, etc.)
  - a. Commission and commission splits
  - b. Seller's proceeds of sale
  - c. Transfer tax/conveyance tax/revenue stamps
  - d. Amortization tables
  - e. Interest rates
  - f. Interest amounts
  - g. Monthly installment payments
  - h. Buyer qualification ratios
- 5. Calculations for valuation
  - a. Competitive/comparative market analyses (CMA)
  - b. Net operating income
  - c. Depreciation
  - d. Capitalization rate
  - e. Gross rent and gross income multipliers (GRM, GIM)

#### Specialty areas (Salesperson 2 items/Broker 3 items)

- 1. Subdivisions, including development-wide CC&Rs
- 2. Commercial, industrial and income property
  - a. Trade fixtures
  - b. Accessibility
  - c. Tax depreciation
  - d. 1031 exchanges
  - e. Trust fund accounts for income property

## STATE PORTION (VIRGINIA STATE REAL ESTATE LAWS AND REAL ESTATE BOARD RULES)

The State Real Estate Laws and Real Estate Board Rules include knowledge of state legislation as outlined in the Virginia Revised Statutes and Administrative Codes dealing with real estate licensing. Also included is knowledge of legislation and rules governing license law, transfer taxes, property taxes, and fair housing.

#### Licensing [Salesperson-8 items, Broker-13 items]

- 1. Qualifications/Requirements
  - a. Broker's Supervisory Requirements
  - b. Disciplinary Procedures and Sanctions
    - i. Improper Dealings
    - ii. Improper Brokerage (incl commission arrangements)
- 2. Inspection of Records and Audits
  - a. Record keeping requirements
- 3. License types and activities requiring license
- 4. License Maintenance
  - a. Post-license education
  - b. Continuing education
  - c. License transfer
  - d. Informing Board of changes

#### Escrow Accounts [Salesperson-2 items, Broker-7 items]

#### Disclosure Requirements [Salesperson-10 items, Broker-7 items]

- 1. Property Disclosure (incl Chesapeake Bay Act)
- 2. Aircraft Noise/Crash Disclosure
- 3. Septic Disclosure
- 4. Megan's Law
- 5. Stigmatized Properties
- 6. HOA/POA disclosures (timing for review/cancellation: what constitutes delivery)
- 7. Advertising Rules

#### Agency Definitions and Relationships [Salesperson-12 items, Broker-12 items]

- 1. Broker-Salesperson Relationships and Compensation
- 2. Limited Service
- 3. Disclosure of Agency
- 4. Agency duties
  - a. Document handling (delivery, leave copies)
  - b. Standard agent duties
  - c. Duties to client vs. customer
  - d. Misrepresentation, omissions
  - e. Brokerage agreements
- 5. Designated and Dual Agency
- 6. Unrepresented parties

#### Virginia Fair Housing Law and Regulations [Salesperson-4 items, Broker-6 items]

#### Specific Acts Pertaining to Real Estate Practice [Salesperson-4 items, Broker-5 items]

- 1. Virginia Condominium Act and Regulations (CC&Rs, definitions, unit-owner restrictions)
- 2. Virginia Residential Landlord and Tenant Act
- 3. Virginia Common Interest Communities Act (Broker only)
- 4. Virginia Underground Utility Damage Prevention Act
- 5. Virginia Property Owner's Association Act

## SAMPLE QUESTIONS

The following questions are offered as examples of the types of questions you will be asked during the course of the Virginia real estate salesperson and broker examinations. The examples do not represent the full range of content or difficulty levels found in the actual examinations. They are intended to familiarize you with the types of questions you can expect to find in the examinations. (The answer key is found below.)

- A. If the value of a property is \$225,000 and the mortgage is paid down to \$79,000, what is the owner's equity in the property?
1. \$146,000
  2. \$156,000
  3. \$254,000
  4. None of the above
- B. After an agent listed a property, the agent's sister expressed an interest in the property and asked the agent to present an offer on her behalf WITHOUT mentioning their relationship. The agent must
1. honor the sister's right to privacy.
  2. refer the sister to another agent.
  3. disclose to the seller his relationship to the potential buyer.
  4. write an offer on behalf of a third party and then transfer title to the sister.
- C. Which of the following contracts is valid?
1. An owner agrees to rent his house for \$500 for 1 weekend, so that the renter can have a marijuana party.
  2. An owner agrees to sell his home for a down payment, plus monthly installment payments over a 15-year period.
  3. An owner of a large home agrees to rent a room to a 17-year old college freshman for \$100 per month.
  4. An owner agrees to take his house off the market based upon an oral offer from a potential buyer, whose spouse must return to inspect the house.
- D. The Fair Housing Amendment Act of 1988 extended protection by prohibiting discrimination based on
1. marital status.
  2. age.
  3. race or national origin.
  4. disability or familial status.

- E. A property you are listing has a garage that extends onto the property of a neighbor. What should you do?
1. Recommend that the seller obtain a permit for the garage.
  2. Encourage the seller to apply for an appurtenant easement.
  3. Inform the title examiner of the encroaching garage.
  4. Note the encroaching garage on the listing agreement.
- F. Which type of value is most relevant in determining property taxes?
1. Depreciated value.
  2. Assessed value.
  3. Market value.
  4. Mortgage value.
- G. A common method of financing a balloon payment mortgage loan is to
1. extend the loan for a limited term.
  2. obtain a wraparound loan.
  3. obtain an equity line of credit.
  4. convert to a shared-appreciation mortgage.
- H. A builder is planning a subdivision zoned residential. Through a covenant in the deed, he states that, "no one can babysit or provide child care for other than their own children, on a daily or continual basis, for more than one child." Can he legally do this?
1. Yes, because he is seeking to achieve a desired quality in the subdivision.
  2. No, because he can't discriminate against children.
  3. No, because only city or state zoning laws can set these guidelines.
  4. No, because he can only restrict building size, setbacks, and lot sizes.

### Answer Key

A.1	E.4
B.3	F.2
C.2	G.1
D.4	H.1

## REGISTRATION & SCHEDULING PROCEDURES

The registration form is found at the end of this Candidate Information Bulletin. Be sure the registration form is complete, and the correct fees are submitted. Your registration is valid for 1 examination only. The examination fee is valid for 1 year from the date PSI receives the fee.

Fees apply to both Broker and Salesperson Examinations.

**Examination Fee \$60.00**

**ATTENTION: REGISTRATION FEES ARE NOT REFUNDABLE OR TRANSFERABLE. EXAMINATION FEE IS VALID FOR ONE YEAR.**



## THERE ARE 3 WAYS TO BE APPROVED TO TAKE AN EXAMINATION.

### 1. APPLYING FOR A LICENSE BY EXAMINATION WITH A LETTER FROM THE BOARD FOR PERMISSION TO TAKE THE EXAMINATION

If you are applying for a license with a permission letter from the board to take the exam, you **MUST** register via mail or fax using the registration form found at the end of this bulletin. If you have a permission letter from the Board, a copy of the letter **MUST** accompany the registration form.

Applicants with a letter from the board need to take both the state and national portions of the examination.

### 2. APPLYING FOR A LICENSE BY EXAMINATION BY RECIPROCITY

If you are applying for a license by reciprocity to take the exam, you **MUST** register via mail or fax using the registration form found at the end of this bulletin. If you are applying by reciprocity a copy of your current (i.e., unexpired) license **MUST** accompany the registration form.

Reciprocity applicants will ONLY need to take the state portion of the examination.

### 3. APPLYING FOR A LICENSE BY EXAMINATION FROM YOUR EDUCATION PROVIDER

If you are applying for a license by examination, you may register via the Internet, mail, telephone, or fax (see below for further instructions).

(Note: Your education provider will provide your eligibility to PSI.) *If your education provider is NOT able to submit your information electronically, you must mail in the original transcript or certificate of completion along with the registration form (found at the end of this bulletin) to PSI.*

After your school has submitted your file to PSI, please go to [www.psiexams.com](http://www.psiexams.com) or call 1-800-733-9267 to register and schedule for your examination. Note, if PSI does not have your record, please contact your education provider.

## INTERNET REGISTRATION (APPLYING BY EXAM ONLY)

You may register and schedule for your examination at [www.psiexams.com](http://www.psiexams.com) as soon as your education provider has submitted your record to PSI. You may register and schedule for an examination via the Internet 24 hours a day.

1. Log onto PSI's website and create an account. Please enter your email address and first and last name. **This information must match exactly with the information your school submitted.** Be sure to **check the box next to "Check here to attempt to locate existing records for you in the system"**
2. You will be asked to select the examination and enter the ID# that your school submitted.

Your record will be found and you will now be ready to pay and schedule for the exam. Enter your zip code and a list of the testing sites closest to you will appear. Once you select the desired test site, available dates will appear. If you have problems, contact PSI at (800) 733-9267 for help.

## MAIL REGISTRATION

1. As soon as your education provider has submitted your record to PSI, you may complete the Examination Registration Form found at the end of this bulletin if you are applying by exam.

Note: Upon course completion, your education provider will send your education verification electronically to PSI. You will need only to submit the registration form along with payment for standard mail registration.

If you are applying for a reciprocal license in Virginia or have a permission letter from the Board, you must mail or fax the registration form found at the end of this bulletin.

Payment of fees can be made by credit card (Visa, MasterCard, American Express or Discover), money order, company check, or cashier's check. Make your money order or check payable to PSI and **print your Social Security Number or Virginia DMV number on it to ensure that your fees are properly assigned. CASH and PERSONAL CHECKS ARE NOT ACCEPTED.**

2. Upon receipt of your completed form and fees, a Registration Confirmation Notice will be mailed to you.
3. Please allow 2 weeks to process your registration. After 2 weeks, you may schedule for your examination at [www.psiexams.com](http://www.psiexams.com) or by calling (800) 733-9267.

## TELEPHONE REGISTRATION (APPLYING BY EXAM ONLY)

For Telephone Registration, you will need a credit card (Visa, MasterCard, American Express or Discover).

As soon as your education provider has submitted your record to PSI, you may call 1-800-733-9267 and speak to a Customer Service Representative Monday - Friday, between 7:30 am and 10:00 pm and Saturday - Sunday, between 9:00 am and 5:30 pm, Eastern Time.

## FAX REGISTRATION

For Fax Registration, you will need a valid credit card (Visa, MasterCard, American Express or Discover).

1. As soon as your education provider has submitted your record to PSI, you may complete the Examination Registration Form found at the end of this bulletin if you are applying by exam. Please include your credit card number and expiration date.  
If you are applying for a reciprocal license in Virginia or have a permission letter from the Board, you must mail or fax the registration form found at the end of this bulletin.
2. Fax the completed form (both pages) and any other required documentation to PSI at 702-932-2666. FAX Registrations are accepted 24 hours a day.
3. Please allow 4 business days to process your registration. After 4 business days, you may schedule for your examination at [www.psiexams.com](http://www.psiexams.com) or by calling (800) 733-9267.





## SOCIAL SECURITY OR VIRGINIA DMV NUMBER CONFIDENTIALITY

PSI will use your Social Security or Virginia DMV Number only as an identification number in maintaining your records and reporting your examination scores to the Department of Professional and Occupational Regulation. You **MUST** provide your Social Security or Virginia DMV number to the state to complete the licensing process.

### **IMPORTANT**

**YOU MUST USE THE NUMBER THAT YOU PROVIDE TO YOUR SCHOOL, WHEN SCHEDULING FOR THE EXAMINATION, AND WHEN APPLYING FOR LICENSURE.**

## EXAM ACCOMMODATIONS

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and exam accommodations will be made in meeting a candidate's needs. Applicants with disabilities must fill out the form at the end of this Candidate Information Bulletin and fax to PSI (702) 932-2666.

## SCHEDULING AN APPOINTMENT

After you have received the confirmation notice of PSI's acceptance of your registration packet, you are responsible for calling PSI to schedule an appointment to take the examination. PSI will make every effort to schedule the examination center location and time that is most convenient for you. To schedule your examination, call PSI at 1-800-733-9267. Customer Service Representative are available Monday through Friday, between 7:30 am and 8:00 pm and Saturday, between 11:00 am and 5:00 pm, Eastern Time. If space is available in the examination center of your choice, you may schedule an examination 1 day prior to the examination date of your choice, up to 4:00pm PT (7:00pm ET). Please be prepared to offer alternative examination appointment choices.

*Note: only the candidate may schedule an appointment through a PSI Customer Service Representative, not a friend or relative.*

## CANCELING AN APPOINTMENT

You may cancel and reschedule an examination appointment without forfeiting your fee if your *cancellation notice is received 2 days before the scheduled examination date*. For example, for a Monday appointment, the cancellation notice would need to be received on the previous Saturday.

**Note: A voice mail or email message is not an acceptable form of cancellation. Please use the PSI website or call PSI to speak to a Customer Service Representative.**

## SCHEDULING A RE-EXAMINATION

It is not possible to make a new examination appointment on the same day you have taken an examination; this is due to processing and reporting scores. A candidate who tests unsuccessfully on a Wednesday can call the next day, Thursday, and retest as soon as Friday, depending upon space availability. In order to retest, you must re-register following the steps for registration and scheduling as outlined earlier.

You may re-register over the Internet, telephone, fax or by mail. Once registered, you can schedule for your re-examination.

## MISSED APPOINTMENT OR LATE CANCELLATION

***Your registration will be invalid, and you will not be able to take the examination as scheduled, and you will forfeit your examination fee, if you:***

- Do not cancel your appointment 2 days before the scheduled examination date; or
- Do not appear for your examination appointment; or
- Arrive after examination start time; or
- Do not present proper identification when you arrive for the examination.

## EMERGENCY EXAMINATION CENTER CLOSING

In the event that severe weather or another emergency forces the closure of an examination center on a scheduled examination date, your examination will be rescheduled. PSI personnel will attempt to contact you in this situation; however, you may check the status of your examination schedule by calling (800) 733-9267. Every effort will be made to reschedule your examination at a convenient time as soon as possible.

## **COMPUTER EXAMINATION CENTER LOCATIONS**

The following are the examination centers where you may take the Virginia real estate licensing examination.

### **VIENNA AREA**

**1919 Gallows Rd, Suite 360  
Vienna, VA 22182**

*From I-495 S - Take exit 47 A-B to merge onto VA-7 W/Leesburg Pike towards Tyson's Corner. Use the left lane to turn left onto Gallows Rd. Turn left at the first cross street onto Boone Blvd. The complex will be your right. The building where the test center is located is on the left side of the circle drive. Take the elevator to the third floor. The test center is in suite 360.*

Surface and garage parking is available on site. The first hour is free. It is \$4 for 1-2 hours and \$6 for anything above that. Parking will be validated. Please give yourself extra time to park when arriving to take your exam.

### **RICHMOND**

**Moorefield VI Building  
620 Moorefield Park Drive  
Suite 205  
Richmond, VA 23236**

*From I-64E, take the Parham Rd exit and turn right. N Parham Rd/VA-73 S becomes VA-150 S/Chippenham Pkwy. Merge onto VA-76 S/Powhite Pkwy. Merge onto Midlothian Turnpike West. Turn left on Moorefield Park Dr.*

### **VIRGINIA BEACH**

**484 Viking Dr, Suite 105  
Virginia Beach, VA 23452**

*From I-264E - take exit 19A for Lynnhaven Pkwy S. Merge*



onto Lynnhaven Pkwy S. In about ½ mile turn right onto Viking Dr. The office is in the second building on the right.

From VA-615/Princess Anne Rd going north - turn left onto Seaboard Plaza. In about 2.5 miles turn left onto VA-149/Princess Anne Rd. In 1 mile, turn right onto VA-410/Holland Rd. In about 4 miles, turn right onto VA-414N/Lynnhaven Pkwy. In roughly 2.5 miles, turn left onto Viking Dr. The office is in the second building on the right.

Suite 105 is located on the first floor. For easiest access, park on the left side of the lot. If you enter on the south side entrance (this would be the entrance on the left side of the building when looking straight at the building at the building), the PSI test center will be the first door on your left once you walk in.

#### ROANOKE AREA

Fralin and Waldron Office Park  
2847 Penn Forest Blvd  
Building D, Suite 200  
Roanoke, VA 24018

From 81 - take 220 Exit (Downtown Roanoke). From 220 take the Franklin Road Exit (not the Franklin Bus Exit). At the stop light make a right. Franklin Road will turn into Electric Road. Keep going straight until you come to Chaparral Dr and go left. You will see the Fralin & Waldron Bldg to your left. At the next stop light go left. If you are traveling from 220 take the first exit, Franklin Road. Follow directions above.

#### EASTERN SHORE AREA

(This site does not offer fingerprinting)  
Beaglin Park Plaza  
1323 Mt. Hermon Rd., Suite 2A  
Salisbury, MD 21801

The complex is south of Route 50 and west of the 13 By-pass. From Route 50, turn south on Beaglin Park Drive. Turn left at the first light, Mt Hermon Rd. Turn left into Beaglin Park Plaza.

#### CHARLOTTESVILLE

2114 Angus Road, Suite #105-B  
Charlottesville, VA 22901

If going West on US-250, turn right onto US-29N/N Emmet St. Continue on Emmet Street and turn left on Angus Rd. If going East on US-250, turn left onto US-29N/N Emmet St. Continue on Emmet Street and turn left on Angus Rd.

#### JOHNSON CITY (This site does not offer fingerprinting)

904 Sunset Drive, Ste 7A  
Johnson City, TN 37604

Take I-26 to Exit 19 (Old number 36). Go South on Highway 381 (North State of Franklin Road) approximately 2.2 miles. At the 4th light turn left (this is Sunset Drive), go approximately .7 tenths of a mile. There is a large building on the left side of the road. This is 904 Sunset Drive. Suite 7A is in the row of office spaces behind this building.

Virginia Real Estate Candidates can only test at the examination centers listed above. They are not allowed to test out-of-state.

## REPORTING TO THE EXAMINATION CENTER

On the day of the examination, you should arrive at least 30 minutes before your appointment. This extra time is for sign-in and identification and familiarizing you with the examination process. **If you arrive late, you may not be admitted to the examination center and you will forfeit your registration fee.**

For security and identification purposes, all candidates will have their fingerprint taken during the examination check-in. This is not part of the electronic fingerprint requirement to get licensed.

#### REQUIRED IDENTIFICATION

You must provide 2 forms of **VALID (not expired) identification**. One must be a **VALID** form of government-issued identification (Driver's License, State ID, Passport, Military ID) which bears your signature and has your photograph. The second ID must have your signature and preprinted legal name. **All identification provided must match the legal name that you used on the Examination Registration Form to register for the examination. If the name in the PSI system does not match the name on your government-issued ID and 2<sup>nd</sup> form of ID, you will not be permitted to take the examination and the examination fee will be forfeited.**

Failure to provide ALL of the required identification at the time of the examination without notifying PSI is considered a missed appointment and you will not be able to take the examination at that time.

#### SECURITY PROCEDURES

- Only non-programmable calculators that are silent, battery-operated, do not have paper tape printing capabilities, and do not have a keyboard containing the alphabet will be allowed in the examination site.
- Candidates may take only approved items into the examination room.
- All personal belongings of candidates, with the exception of close-fitting jackets or sweatshirts, should be placed in the secure storage provided at each site prior to entering the examination room. Personal belongings **include, but are not limited to**, the following items:
  - **Electronic devices of any type**, including cellular / mobile phones, recording devices, electronic watches, cameras, pagers, laptop computers, tablet computers (e.g., iPads), music players (e.g., iPods), smart watches, radios, or electronic games.
  - **Bulky or loose clothing or coats** that could be used to conceal recording devices or notes, including coats, shawls, hooded clothing, heavy jackets, or overcoats.
  - **Hats or headgear not worn for religious reasons** or as religious apparel, including hats, baseball caps, or visors.
  - **Other personal items**, including purses, notebooks, reference or reading material, briefcases, backpacks, wallets, pens, pencils, other writing devices, food, drinks, and good luck items.



- Person(s) accompanying an examination candidate may not wait in the examination center, inside the building or on the building's property. This applies to guests of any nature, including drivers, children, friends, family, colleagues or instructors.
- No smoking, eating, or drinking is allowed in the examination center.
- During the check in process, all candidates will be asked if they possess any prohibited items. Candidates may also be asked to empty their pockets and turn them out for the proctor to ensure they are empty. The proctor may also ask candidates to lift up the ends of their sleeves and the bottoms of their pant legs to ensure that notes or recording devices are not being hidden there.
- Proctors will also carefully inspect eyeglass frames, tie tacks, or any other apparel that could be used to harbor a recording device. Proctors will ask to inspect any such items in candidates' pockets.
- If prohibited items are found during check-in, candidates shall put them in the provided secure storage or return these items to their vehicle. PSI will not be responsible for the security of any personal belongings or prohibited items.
- Any candidate possessing prohibited items in the examination room shall immediately have his or her test results invalidated, and PSI shall notify the examination sponsor of the occurrence.
- Any candidate seen giving or receiving assistance on an examination, found with unauthorized materials, or who violates any security regulations will be asked to surrender all examination materials and to leave the examination center. All such instances will be reported to the examination sponsor.
- Copying or communicating examination content is violation of a candidate's contract with PSI, and federal and state law. Either may result in the disqualification of examination results and may lead to legal action.
- Once candidates have been seated and the examination begins, they may leave the examination room only to use the restroom, and only after obtaining permission from the proctor. Candidate will not receive extra time to complete the examination.

## TAKING THE EXAMINATION BY COMPUTER

The examination will be administered via computer. You will be using a mouse and computer keyboard.

### IDENTIFICATION SCREEN

You will be directed to a semiprivate testing station to take the examination. When you are seated at the testing station, you will be prompted to confirm your name, identification number, and the examination for which you are registered.

### TUTORIAL

Before you start your examination, an introductory tutorial is provided on the computer screen. The time you spend on this tutorial, up to 15 minutes, DOES NOT count as part of your examination time. Sample questions are included following the tutorial so that you may practice answering questions, and reviewing your answers.

### TEST QUESTION SCREEN

The "function bar" at the top of the sample question provides mouse-click access to the features available while taking the examination.



One question appears on the screen at a time. During the examination, minutes remaining will be displayed at the top of the screen and updated as you record your answers.

**IMPORTANT:** After you have entered your responses, you will later be able to return to any question(s) and change your response, provided the examination time has not run out

### EXPERIMENTAL ITEMS

In addition to the number of examination items specified in the "Examination Content Outlines", a small number (5 to 10) of "experimental" questions may be administered to candidates during the examinations. These questions will not be scored and the time taken to answer them will not count against examination time. The administration of such unscored, experimental questions is an essential step in developing future licensing examinations.

### EXAMINATION REVIEW

PSI, in cooperation with the Department of Professional and Occupational Regulation, will be consistently evaluating the examinations being administered to ensure that the examinations accurately measure competency in the required knowledge areas. While taking the examination, examinees will have the opportunity to provide comments on any questions, by clicking the Comments button on the function bar of the exam question screen.

Your comments regarding the questions and the examinations are welcomed. Comments will be analyzed by PSI examination development staff. While PSI does not respond to individuals regarding these comments, all substantive comments are reviewed. If a discrepancy is found during the comment review, PSI and the department may re-evaluate candidates' results and adjust them accordingly. **This is the only review of the examination available to candidates.**

## SCORE REPORTING

In order to pass the examination, you must achieve the minimum score shown on each part of the examination.

	Number Correct
<b>Salesperson</b>	
National Portion	56
State Portion	30
<b>Broker</b>	
National Portion	60
State Portion	38

If you take the examination by computer, your score will be given to you immediately following completion of the examination. If you take the paper-and-pencil examination, your result will be mailed to you from PSI Headquarters. Examination results are confidential and will be reported only to you and the Virginia Department of Professional and Occupational Regulation.

The following summary describes the score reporting process:

- **On screen** - Your score will appear immediately on the computer screen. This will happen automatically at the end of the time allowed for the examination; if you are using review features, you will be able to obtain your score immediately when you indicate that you have finished and would like to see your results.
  - ⚡ If you **pass**, you will immediately receive a successful notification and performance summary on the screen.
  - ⚡ If you **do not pass**, you will immediately receive an unsuccessful notification on the screen along with a diagnostic report indicating your strengths and weaknesses by examination type. Registration forms for submittal to PSI to retake the examination will be available at the examination center.
- **On Paper** - An official result report will handed out at the examination center. This official score report is for your records; do not send it to the Virginia Department of Professional and Occupational Regulation

### DUPLICATE SCORE REPORTS

You may request a duplicate score report after your examination by emailing [scorereport@psionline.com](mailto:scorereport@psionline.com) or by calling 800-733-9267.

## LICENSE APPLICATION INSTRUCTIONS

After you have passed the appropriate portions of the Virginia Real Estate Examination, you must follow the guidelines listed below to be licensed to sell real estate in the state of Virginia. *NOTE: You will only need to pass the state portion if you are applying for a reciprocal license.*

To obtain the license application, please go to:  
<http://www.dpor.virginia.gov/Boards/Real-Estate>.

If you have any questions about the application, you can email [REBoard@dpor.virginia.gov](mailto:REBoard@dpor.virginia.gov) or call 804-367-8526.

If you pass both portions at the same time, or the state portion only if applying for a reciprocal license, your **completed application and fee must** be received within 1 year of passing the examination. **Fingerprinting for all Virginia real estate license applicants is mandatory.**

Note: You will be electronically fingerprinted at one of PSI Virginia sites, during regular testing hours. Contact the Board if you cannot be fingerprinted at a Virginia site. The prints will be forwarded electronically to the appropriate review agencies. Fingerprinting is offered on a walk-in first come/first serve basis. The \$50.00 fee, may be made payable by money order, cashier's check, VISA or MasterCard. This payment includes the State processing fee of \$25.00, and the PSI processing fee of \$25.00. Please note: this process may take 4 to 6 weeks.

If you fail one portion of the examination (state or national), you must retake that portion and pass. Your completed application must be submitted within 1 year from the initial examination date when you **ORIGINALLY** took the examination. If all paperwork and fees are not received within 1 year from the original examination date, you must retake the expired portion or portions.

Once results of the fingerprinting are received by the Board a complete license application must be received by the Board within 45 calendar days or the applicant will have to be fingerprinted again before a license will be issued. An additional fee will be charged. Questions regarding the license application should be directed to the Virginia Department of Professional and Occupational Regulation at [REBoard@dpor.virginia.gov](mailto:REBoard@dpor.virginia.gov) or (804) 367-8526. **Do not contact PSI.**

## COMPLETING THE EXAMINATION REGISTRATION FORM

1. **LEGAL NAME** Print your legal name in the boxes provided, using one box per letter. If your name is longer than the boxes allow, print as many letters as possible. Include full middle name if you have one.
2. **SOCIAL SECURITY OR VA DMV #** Your Social Security or Virginia DMV Number is used for identification purposes only. Print only one number per box. **YOU MUST USE THE NUMBER THAT YOU PROVIDE TO YOUR SCHOOL, WHEN SCHEDULING FOR THE EXAMINATION, AND WHEN APPLYING FOR LICENSURE.**
3. **BIRTH DATE** Please provide your date of birth (i.e. "06-01-50" for June 1, 1950).
4. **MAILING ADDRESS** Print only one letter or number per box. Do not include punctuation marks; leave blank spaces to show spaces. **All information will be sent to the address you provide here.**
5. **TELEPHONE** Please provide both home and office phone numbers (including area codes).
6. **EMAIL ADDRESS** Please provide your email address on the line provided. This email address will not be forwarded to DPOR.
7. **EXAMINATION** Place an "X" in the box indicating the examination for which you are registering if you are applying by examination. If you are applying by reciprocity see #9.
8. **EXAMINATION PORTION** Place an "X" in the box indicating which portion(s) of the examination you wish to take. **NOTE: You must pass both portions to qualify for licensure if you are applying by examination. Reciprocal applicants only need to pass the state portion.**
9. **RECIPROCITY** Check the box if you will be applying for a reciprocal license in Virginia. If you are applying for a license by reciprocity OR have a letter from the Board giving you permission to take the exam, you MUST register via mail or fax the registration form. If you are applying by reciprocity a copy of your license MUST accompany the registration form and if you have a permission letter from the Board a copy MUST accompany the registration form. Reciprocal candidates are required to take the state portion only.
10. **FEE AND PAYMENT** Complete the fee and credit card information.
11. **RELEASE** Check the "Yes" box if you authorize PSI to release your name, address, telephone number, and pass/fail result to real estate schools, brokers, or other interested parties. Check "No" if you do not want this information released.
12. **SCHOOL CODE** If you completed your pre-license education in Virginia, identify the real estate school that you last attended using the table listed below. Fill in the four-digit code in the space provided (or "9999" if the school you last attended is not on the list).
13. **EXAM ACCOMMODATIONS REQUEST** Applicants with disabilities must submit the Exam Accommodations Request Form (at the end of this bulletin) and required documentation.
14. **SIGNATURE** All applicants are required to read the affidavit, then sign and date the application as you would a check or legal document. **The application is not complete and will not be accepted if it is submitted without your signature.**



# VIRGINIA REAL ESTATE EXAMINATION REGISTRATION FORM

### Before you begin...

Be sure to read the section titled "Registration Procedures" in the Virginia Real Estate Candidate Information Bulletin before filling out this form. You must provide all information requested and submit the appropriate fee. PLEASE TYPE OR PRINT LEGIBLY. Registration forms that are incomplete, illegible, or not accompanied by the proper fee will be returned unprocessed.

**BE SURE TO COMPLETE BOTH SIDES OF THIS FORM.**

1. Legal Name:   
Full Legal Name (including Full Middle Name if you have one)

2. Social Security or VA DMV #:  (FOR IDENTIFICATION PURPOSES ONLY)

3. Birth Date:  -  -   
M M D D Y Y

4. Mailing Address:    
Number, Street Ste/Apt No  
   -   
City State Zip Code

5. Telephone: Home   -  Work   -

6. Email Address: \_\_\_\_\_@\_\_\_\_\_

7. Examination: (Check one)  Salesperson (\$60)  Broker (\$60)

8. Examination Portion: (Check one)  Both Portions  State Portion Only  National Portion Only

9. Reciprocal:  Yes  No (proceed to #10)  
 Reciprocal State/States: \_\_\_\_\_  
 Reciprocal Salesperson State ONLY (\$60)  Reciprocal Broker State ONLY (\$60)

RECIPROCAL SALESPERSON AND BROKER APPLICANTS ARE REQUIRED TO TAKE THE STATE PORTION ONLY

10. Total Fee Included: \$\_\_\_\_\_. Registration fees may be paid by credit card, money order, certified check, cashier's check, or company check. **CASH AND PERSONAL CHECKS ARE NOT ACCEPTED.** Make your money order or check payable to PSI and print your name and/or Social Security Number or DMV Number on it. **Note: Examination fees are not refundable.**

FAX OR PHONE RE-REGISTRATION WHEN APPLYING BY EXAMINATION is available only to those candidates who have previously provided education certification to PSI.

YOU MUST FILL OUT THE NEXT PAGE

If you are paying by credit card, check one:  Visa  MasterCard  American Express  Discover

Card No: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Card Verification No: \_\_\_\_\_ *The card verification number may be located on the back of the card (the last three digits on the signature strip) or on the front of the card (the four digits to the right and above the card account number).*

Bill Street Address: \_\_\_\_\_ Billing Zip Code: \_\_\_\_\_

Cardholder Name (Print): \_\_\_\_\_ Signature: \_\_\_\_\_

**11. Release:**

Yes  No *I give the permission for my name, address, telephone number, and pass/fail result to be released to real estate schools, brokers, or other interested parties who request them.*

**12. School Code:**

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Please refer to the Virginia School Codes to locate your education provider's code.

**13. Exam Accommodations Request:** I am faxing the Exam Accommodations Request Form (at the end of this bulletin) and required documentation  Yes  No

**14. I hereby certify that all information in this form is correct and that I have read and understand the Virginia real estate license law, regulations of the Virginia Real Estate Board, and the Candidate Information Bulletin. Further, I certify that I am not currently licensed in Virginia for the type of examination for which I am applying, that I am not affiliated with a real estate school as an official, instructor, or designee taking the examination for any purpose other than to obtain a license.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Complete and sign this form and submit with appropriate payment to:

PSI \* ATTN: Examination Services VA RE  
3210 E Tropicana  
Las Vegas, NV 89121  
(800) 733-9267 \* TDD (800) 735-2929 \* Fax: (702) 932-2666  
[www.psiexams.com](http://www.psiexams.com)

## VIRGINIA SCHOOL CODES

1922	360 Training.com, Inc.	1112	Moseley-Flint, CHARLOTTESVILLE/BUCKINGHAM
1911	Action Real Estate LLC	1113	Moseley-Flint, RICHMOND
1840	ACT Web Real Estate School	1111	Moseley-Flint, ROANOKE
1833	Advanced School of Real Estate	1118	Moseley Real Estate Schools, Inc.
1702	Alexandria City Public Schools	1311	Mountain Empire Community College
1898	Alexandria Old Town Real Estate School, LLC	1312	New River Community College
1852	Allied Business Schools, Inc.	1858	New River Valley Assoc of Realtors
1101	Alpha-Omega College, EXMORE/VA BCH	1829	New Star Realty School
1138	Alpha-Omega College, NEWPORT NEWS	1717	Norfolk City Schools
1864	American Institute of Real Estate	1510	Norfolk State University
1800	American School of Real Estate Express LLC	1155	No VA Assoc of Realtors Schls of Real Estate
1901	Area 43 Market Center, LLC	1314	No VA Comm Coll, ALEXANDRIA
1701	Arlington Public Schools	1313	No VA Comm Coll, ANNANDALE
1918	Atoka Academy of Real Estate	1315	No VA Comm Coll, MANASSAS
1302	Blue Ridge Community College	1316	No VA Comm Coll, STERLING
1514	Bluefield State College	1317	No VA Comm Coll, WOODBRIDGE
1831	Bluestone High School	1909	Northern Virginia Real Estate Network, Inc.
1902	Calm JA, LLC	1104	NRT Mid-Atlantic, LLC
1848	Career Webschool	1129	NRT Mid-Atlantic, LLC
1303	Central Virginia Community College	1505	Old Dominion University
1136	Central Virginia School of Real Estate	1930	Old Republic Home Protection Company, Inc
1786	Century 21 New Millennium University	1881	One Stop Real Estate School
1906	CHC, Inc., dba RE/MAX Regency	1318	Patrick Henry Community College
1932	Charmay, Inc	1319	Paul D Camp Community College
1892	Chesapeake Bay & Rivers School of Real Estate	1764	PEDFED Realty, LLC
1707	Chesterfield County Public Schools	1737	Peninsula Real Estate School
1501	Christopher Newport University	1708	Petersburg City Public Schools
1127	Churchland Academy of Real Estate	1765	Piedmont School of Real Estate
1736	Clover Hill High School	1320	Piedmont Virginia Community College
1924	Cooke Real Estate School Headquarters, Inc.	1886	Prime Realty & Investment, Inc
1304	Dabney's Lancaster Community College	1748	Prince George Community College
1305	Danville Community College	1746	Prince William Association of Realtors
1912	Digital Learning Centers LLC	1511	Radford University
1761	Dulles Area Real Estate School	1321	Rappahannock Community College
1306	Eastern Shore Community College	1914	RE Education Services, LLC
1887	Elite School of Real Estate	1871	Real Estate III School of Real Estate
1703	Fairfax County Public Schools	1908	Real Estate Empower, Inc.
1919	First Decision Realty School	1923	Real Estate License Shop
1920	First Look Realty Inc	1917	The CE Shop, Inc.
1891	Four Pillars Education, Inc.	1785	The Real Estate Academy, Inc.
1781	Frederick Academy of Real Estate	1910	The Real Estate Advantage, LLC
1897	Gateway 2 Real Estate 2, LLC	1903	The Realty Group Lynchburg, LLC
1502	George Mason University	1926	Real Estate U
1307	Germanna Community College	1784	Real Estate Career Academy
1719	Hampton City Schools	1149	The Real Estate School of the Richmond Association of Real
1151	Henderson Professional Development Seminars	1301	Richard Bland College
1705	Henrico County Public Schools	1704	Roanoke County Public Schools
1928	HHHunt Homes, LLC	1722	Rockingham County Schools
1927	Hondros Education Group	1921	Secured Property Management LLC
1890	Horizon Real Estate School, Inc	1907	Shaffer Realt109y, LLC
1929	Hurlbert Home Inspection, LLC	1751	Shenandoah College
1899	International School of Real Estate	1789	Shenandoah Valley Training Center
1308	J Sargeant Reynolds Community College	1905	Solutions Realty Group LLC
1503	James Madison University	1896	Southside Real Estate School, LLC
1711	John Handley High School	1323	Southside Virginia Community College, ALBERTA
1309	John Tyler Community College	1324	Southside Virginia Community College, KEYSVILLE
1844	Kaplan Real Estate School	1325	Southwest Virginia Community College
1913	Key Realty and Investment, Inc.	1714	Stafford County Public Schools
1145	Kirks' Institute for Advanced R E Studies	1721	Staunton City Schools
1504	Liberty University	1326	Thomas Nelson Community College
1105	Long & Foster, FAIRFAX	1826	Tidewater Community College, CHESAPEAKE
1712	Loudon County High School	1847	Tidewater Community College, NORFOLK
1710	Lynchburg City Public Schools	1327	Tidewater Community College, PORTSMOUTH
1334	Longwood College	1329	Tidewater Community College, VIRGINIA BEACH
1310	Lord Fairfax Community College	1773	Top Producer Academy of Real Estate
1766	Lynchburg College	1507	University of Richmond
1931	Mary Koralewski	1508	University of Virginia
1722	Massanutten Tech Center	1743	Virginia Educators Century 21, BATTLEFIELD
1889	McKissock, LP	1330	Virginia Highlands Community College
1915	Michael J Bond Realty Inc	1153	Virginia Polytechnic Institute
1788	Millennium School of Real Estate	1331	Virginia Western Community College
1863	Mo Mills Institute of Real Estate	1723	Washington County Public Schools
1877	Montague Miller Real Estate Academy	1828	Weichert Real Estate School, Rockville
1729	Montgomery County Public Schools	1332	Wytheville Community College
1140	Moseley-Dickinson Academy, ROANOKE		





To place an order for one or more of the following items listed, you may:

- Order online at [www.psonlinestore.com](http://www.psonlinestore.com)
- Call the PSI Online store toll-free at (866) 589-3088

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<input type="checkbox"/>	Modern Real Estate Practice
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<input type="checkbox"/>	The Language of Real Estate
<input type="checkbox"/>	Real Estate Principles
<input type="checkbox"/>	Real Estate Principles & Practices

*Please note: Inventory and pricing subject to change without notice.*



# EXAM ACCOMMODATIONS REQUEST FORM

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990. Applicants with disabilities may request exam accommodations.

Candidates who wish to request exam accommodations because of a disability should fax this form and supporting documentation to PSI at (702) 932-2666.

### Requirements for exam accommodation requests:

You are required to submit documentation from the medical authority or learning institution that rendered a diagnosis. Verification must be submitted to PSI on the letterhead stationery of the authority or specialist and include the following:

- Description of the disability and limitations related to testing
- Recommended accommodation/modification
- Name, title and telephone number of the medical authority or specialist
- Original signature of the medical authority or specialist

Date: \_\_\_\_\_ Social Security or Virginia DMV #: \_\_\_\_\_

Legal Name: \_\_\_\_\_  
Last Name First Name

Address: \_\_\_\_\_  
Street City, State, Zip Code

Telephone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Home Work

Email Address: \_\_\_\_\_

### Check any exam accommodations you require (requests must concur with documentation submitted):

- |   |   |
|---|---|
| <input type="checkbox"/> Reader (as accommodation for visual impairment or learning disability) | <input type="checkbox"/> Extended time (Additional time requested: _____)   |
| <input type="checkbox"/> Large-print written examination  | <input type="checkbox"/> Service Animals (other than those required for guidance or mobility assistance due to physical disability):<br>_____ |
|   | <input type="checkbox"/> Other _____<br>_____   |

- **After you have registered for the exam**, complete and fax this form, along with supporting documentation, to (702) 932-2666 or email it to examaccommodations@psionline.com.
- After 4 days, PSI Exam Accommodations will email you confirmation of approval with instructions for the next step.

**DO NOT SCHEDULE YOUR EXAMINATION UNTIL THIS DOCUMENTATION HAS BEEN RECEIVED AND PROCESSED BY PSI EXAM ACCOMMODATIONS.**

PSI  
3210 E Tropicana  
Las Vegas, NV 89121